



DEO Security Agreement for the Procurement of Software as a Service (SaaS)

This form is to be used when acquiring SaaS services for the storage and management of data not containing confidential information or information exempt from public disclosure, as defined by Florida Statutes 119.071, 288.075, and 501.171. Any other use constitutes a need for a service agreement between DEO and the vendor that includes delineation of responsibilities for the incorporation of data safeguards relevant to the confidentiality of the data.

Name of SaaS being requested: _____

Primary URL of SaaS website: _____

Please briefly describe the business need and how this service meets the need beyond existing tools:

Please identify the **Information Owner** responsible for managing the data and access to the data:

Please identify the **Authorizing Official** responsible for allowing the operation of the system or service:

Approximately **how many staff members** will regularly use this system? _____

The **Authorizing Official** understands that all data placed into the above system will not contain confidential information or information that is exempt from public disclosure, as defined by Florida Statutes 119.071, 288.075, and 501.171. Additionally, all information contained within this system will be retrievable on-demand for the purposes of audit or public records request, and will be retained to full retention schedule requirements, even if service is terminated. DEO IT and Information Security are incapable of real-time monitoring of this system, and therefore the **Authorizing Official** and **Information Owner** are accountable for the unauthorized disclosure of information through this system.

Signature of Authorizing Official

Date

Signature of CIO for Approval

Date